

# THE CITY OF CARLSBAD

INVITES YOU TO APPLY FOR

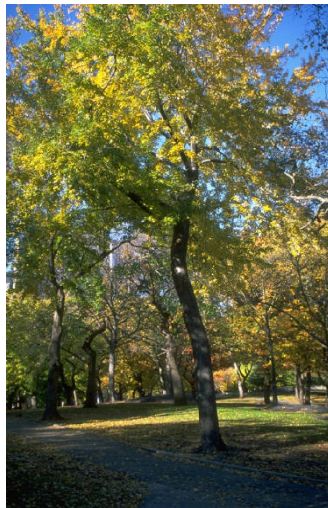
## Public Works Supervisor

Parks/School Fields/Facility

Landscapes Maintenance

Annual Salary

\$54,800 – \$75,200



Open Until Filled

First review: August 18, 2006

Phone (760) 602-2440  
Job Line (760) 602-2480  
[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)

## THE POSITION

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Under functional direction, will plan, organize, supervise, and review the maintenance and care of parks, school fields, and other landscaped areas on public properties/rights of way.

## THE IDEAL CANDIDATE

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The ideal candidate for the position will have excellent oral, written and interpersonal skills, foster a collaborative, team-oriented work environment, and balance the concerns for and from people with focus on business results.

We are seeking the candidate who demonstrates successful experience in the following areas: supervising a comprehensive program for assigned functional areas; preparing and implementing preventive maintenance programs; use of performance measurement systems; maintenance assessment programs and incorporating continuous improvement plans from the public and City staff. The candidate must be able to operate assigned equipment with skill and safety, as well as supervise and perform skilled work within area of assignment.

Preference given to candidates with Certification as a Pest Control Advisor/Applicator, and Certification as an ISA Arborist.

Associate of Arts degree and/or college coursework in horticulture or a related field is highly desirable.



## QUALIFICATIONS

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- Knowledge of: Modern methods, practices, materials, equipment, and tools used in planning, maintenance, and enhancements of assigned section of public works department.
- Applicable state and local codes and regulations related to assigned work.
- Occupational hazards and standard safety precautions necessary in the work performance.
- Principles of organization, administration, budget and personnel management.
- Abilities to: Supervise a maintenance and operations program.
- Determine cost-effective ways for efficient and effective operation of a maintenance program.
- Supervise the maintenance of records and prepare reports
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate subordinates and provide development/training opportunities.
- Read and interpret construction plans and specifications, and offer corrections when needed.
- Establish and maintain cooperative relationships with those contacted in the course of work.

## EXAMPLES OF DUTIES

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- Select, train, and evaluate assigned personnel; monitor workflow; assign and prioritize work activities.
- Oversee the accuracy of equipment/vehicle use records, and coordinate the required preventative maintenance, repairs and replacement of the equipment / vehicles.
- Requisition supplies and materials and monitor inventories.
- Receive, investigate and resolve citizen, business, and internal complaints or concerns.
- Inspect project sites before, during and after completion of work to assure quality expectations in work completion.
- Create, track and ensure closure of work orders within the respective City software programs/databases.
- Ensure the collection and proper storage of various records, and prepare letters, memos, or other reports as required.



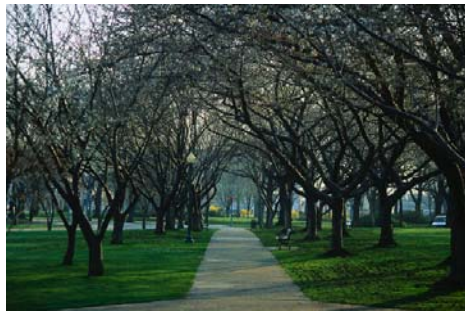
- Plan, organize and supervise subordinate personnel in the maintenance and care of parks, school fields, and other landscaped areas on public properties/right of ways.
- Supervise the installation and repair of irrigating systems, miscellaneous equipment, appurtenances, plant material, and other landscape or hardscape features.
- Work with maintenance and Capital Outlay/Improvement contractors on necessary quality control and effective administration /management of contract specifications for expected outcomes.

## Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way of gaining the knowledge and abilities outlined above is:

Specialized training in landscape maintenance – experience with irrigating, planting and maintenance of turf, trees, shrubs, and ground covers. Acquired knowledge of plant pests and diseases, and methods of their control and eradication. Experienced with the development and maintenance of parks, and basic construction and repair methods - including carpentry, pipe fitting, painting and concrete work.

**Four (4) years of increasingly responsible experience in the assigned area, including two years in a lead or supervisory capacity.**



## SUPPLEMENTAL QUESTIONNAIRE

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**Instructions:** Please type and number your responses to the following questions. Respond to each question concisely. Include the following statement, your signature and the date at the bottom of your supplemental questionnaire, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

**Please indicate what background, experiences or training(s) best demonstrate your capacity in the following areas:**

1. Installation and maintenance of irrigation and turf, trees, shrubs, and ground covers; and/or the construction and maintenance of public parks.
2. Managing contractors (installation and/or maintenance of irrigation systems, landscapes, and trails projects).
3. Inspecting/monitoring project sites with work performed by contractors, and inspecting/monitoring project sites with work performed by internal staff. Explain how you have done this while working at least half your workday on administrative tasks in the office.
4. Supervising employees when you are not regularly with them during their work periods. Explain your experience in working with the lead person on the work crews to manage employee issues.
5. Scheduling section work activities and balancing work loads amongst groups.
6. Working on interdepartmental and inter-agency/company teams or collaborations.

## TESTIMONIAL

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I take tremendous pride in assisting staff to design, update, plant and maintain the numerous landscaped areas, planters and medians in the downtown village area of Carlsbad. I am very appreciative of having at my disposal a knowledgeable, motivated and supportive staff to assist in all the facets of maintenance and enhancements that we deal with every day. Being a part of beautifying the city through landscape plantings, maintenance and upkeep in the city, whether in-house or through our contractors is very fulfilling.

I enjoy dealing with horticultural issues as they relate to landscapes, trees, and medians by improving the look and health of the plants for the present and future enjoyment of the citizens and visitors of our city. I feel very fortunate to have a say in the continuing development and enhancements of our landscaped areas in the downtown village area.

*Michael Bliss, Public Works Supervisor*

### APPLICATION PROCEDURE:

Applications may be obtained from and submitted to:

**Human Resources Department  
1635 Faraday, Carlsbad, CA 92008  
(760) 602-2440.**

Completed applications and supplemental questionnaires must be returned to the Human Resources Department by 5:00 pm., Friday, August 18, 2006, for our first applicant review.

### Selection Process

Applications may be rejected if incomplete. Resumes will not be accepted in lieu of this supplemental questionnaire, but may be included in addition to the required application materials. All application materials will be reviewed and the most qualified candidates will be invited to participate in the selection process. The selection process may consist of a performance, written and/or oral exams. Those candidates who successfully complete the selection process will be placed on an eligibility list for one year.



**City of Carlsbad**  
A great place to make  
a living. And a life.

## ***CITY MISSION STATEMENT***

**Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all, who live, work and play in Carlsbad.**

### **EQUAL OPPORTUNITY EMPLOYER**

*The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions contained in this announcement may be modified or revoked without notice.*